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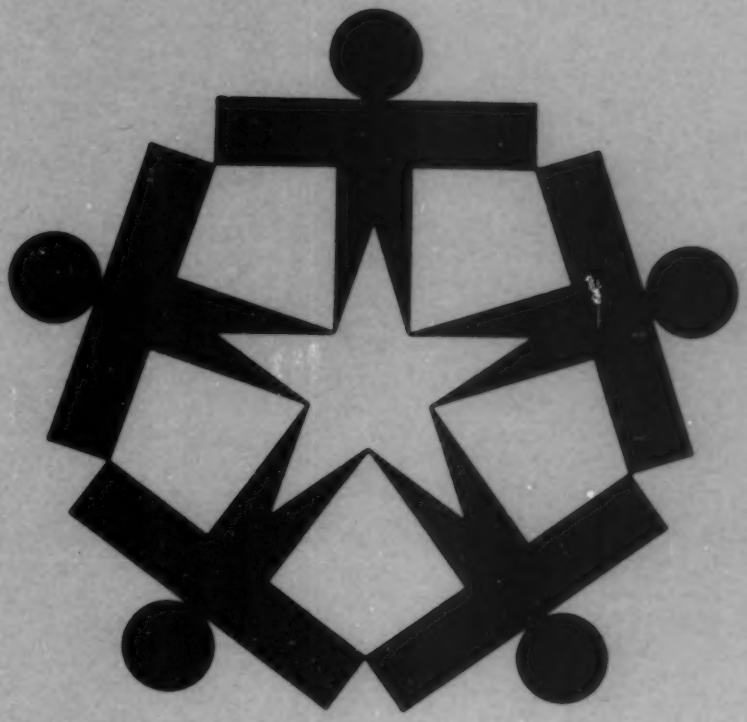

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ATTITUDE SURVEYS

12-1

Morgan, Brian S. and William A. Schiemann.
Employee attitudes: then and now. Personnel journal, 65:100-106, October 1986.
Descriptors: *Employee attitudes / *Attitude surveys.

12-2

Reibstein, Larry.
A finger on the pulse: companies expand use of employee surveys. Wall Street journal, p. 31, October 27, 1986.
Descriptors: *Employee attitudes / Surveys.

AWARDS

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Investigating distinguished rank award nominees: briefing report to the chairwoman, Subcommittee on Civil Service, House Committee on Post office and Civil Service. Washington, 1986. 4 p. (B-223219) (GGD-86-86BR)
Descriptors: *Awards / *Executives--Awards / *Senior Executive Service--Awards / Federal government.

CAREER PLANNING

12-4

Goldenkoff, Robert.
Visionary career planning. Bureaucrat, 15:55-58, Fall 1986.
Descriptors: *Career planning.

CAREER STAFFING

12-5

Algar, Bruce S.
How to hire in a hurry: meet increased demands for personnel. Personnel journal, 65:86+, September 1986.
Descriptors: *Career staffing / *Recruitment.

12-6

Ferry, Ted.
Guidelines for hiring safety personnel. Personnel journal, 65:40+, September 1986.
Descriptors: *Safety engineers--Selection / *Safety engineers--Societies.

CHANGE, ORGANIZATIONAL

12-7

Bridges, William.
Managing organizational transitions. Organizational dynamics, 15:24-33, Summer 1986.
Descriptors: *Change, Organizational / *Organization development.

12-8

Burack, Elmer H.
Corporate business and human resources planning practices: strategic issues and concerns. Organizational dynamics, 15:73-87, Summer 1986.
Descriptors: *Organization development / *Change, Organizational / *Employee development.

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12-9

Levy, Amir.

Second-order planned change: definition and conceptualization. Organizational dynamics, 15:4-17+, Summer 1986.

Descriptors: *Change, Organizational / *Organization development.

CIVIL SERVICE, FEDERAL

12-10

Horner, Constance.

OPM chief backs simplified civil service regulations. Retirement life, 62:20-22, November 1986.

Abridged version of an address to the 19th biennial National Association of Retired Federal Employees convention, Reno, Nevada, September 1986.

Descriptors: *Civil service reform / *Civil service regulations / Pay / Promotion / Recruitment / Federal government.

COMMUNICATION

12-11

Ault, Robert E.

Draw on new lines of communication. Personnel journal, 65:72-77, September 1986.

Descriptors: *Communication--Methods / *Graphic arts.

12-12

[Communications]. Training & development journal, 40:24-27+, October 1986.

Partial contents: Teaching people who already learned how to write, to write, by Geraldine Spruell; Working within the law: copyright questions answered, by Susan S. Davis; Don't put it in writing, by Dianna Booher; When employees don't speak English well, by Ann Clarke Cessaris.

Descriptors: *Communication / *Writing.

12-13

Farrant, Alan W.

Talking to subordinates. Supervision, 48:8-10, November 1986.

Descriptors: *Public speaking / *Supervisors--Responsibilities.

12-14

Jakubovics, Jerry.

Coping with illiteracy in the workplace. Management solutions, 31:5-11, November 1986.

Descriptors: *Literacy--Statistics / *Unskilled labor / *Training methods.

COMPENSATION

12-15 Ie52 .B41r

Belous, Richard S.

Real earnings in America: 1947-1985. Washington: Congressional Research Service, 1986. 17 p. (86-615E)

Descriptors: *Pay--Statistics.

COMPENSATION (Cont'd)

12-16

Campbell, James E. and Gregory B. Lewis.
Public support for comparable worth in Georgia. Public administration review, 46:432-437, September-October 1986.
Descriptors: *Pay rates--Research / *Government employees / *Women--Pay--Research / *Georgia / Surveys.

12-17

Lutes, David and Nina Rothchild.
Pay equity loses to chicken little and other excuses. Personnel journal, 65:124+, October 1986.
Descriptors: *Pay rates / *Women--Pay.

12-18 Ie72 .P33p

Peck, Charles A.
Pay & performance: the interaction of compensation & performance appraisal. New York: Conference Board, Inc., 1984. 23 p. (Conference Board research bulletin no. 155)
Descriptors: *Pay--Research / *Performance-based pay--Research / *Productivity improvement--Research.

12-19 Ie52 .P42c

Perrin, Suzanne M.
Comparable worth and public policy: the case of Pennsylvania. Philadelphia: University of Pennsylvania, 1985. 123 p. (Labor relations and public policy series no. 29)
Descriptors: *Pay rates--Case studies.

12-20

Scott, K. Dow, Steven E. Markham and Richard W. Robers.
Boost productivity with employee contests. Personnel journal, 65:114-116, September 1986.
Descriptors: *Financial incentives--Case studies / *Productivity improvement--Methods.

COUNSELING

12-21

Colwill, Nina and Marcy Pollock.
The mentor connection. Business quarterly, 51:52-53, Summer 1986.
Descriptors: *Mentors / *Counseling / *Coaching.

12-22

Lehr, Richard I. and David J. Middlebrooks.
Legal implications of employee assistance programs. Employee relations law journal, 12:262-274, Autumn 1986.
Descriptors: *Employee counseling--Law and legislation.

COUNSELING (Cont'd)

12-23

Loomis, Lloyd.

Employee assistance programs: their impact on arbitration and litigation of termination cases. Employee relations law journal, 12:275-288, Autumn 1986.

Descriptors: *Alcoholic employees--Counseling--Law and legislation / *Drug abusers--Counseling--Law and legislation / *Removal--Law and legislation.

DISCIPLINE

12-24

Milbourn, Gene, Jr.

The case against employee punishment. Management solutions, 31:40-43, November 1986.

Descriptors: *Discipline--Case studies.

ELECTRONIC DATA PROCESSING

12-25 HV6773 .C73c

Computers: crimes, clues and controls: a management guide, prepared by the Prevention Committee, President's Council on Integrity and Efficiency. [Washington], 1986. 39 p.

Descriptors: *Computer crimes / *Computers--Security measures / *Administrative agencies--Security measures / Federal government.

12-26

Johnson, Don S.

Making computers work 'smarter'. Administrative management, 47:28-33, October 1986.

Descriptors: *Electronic data processing / *Artificial intelligence / *Computer programs.

EMPLOYEE CONDUCT

12-27

Klein, Alfred.

Employees under the influence--outside the law? Personnel journal, 65:56-63+, September 1986.

Descriptors: *Alcoholic employees--Law and legislation / *Alcoholic employees--Cases / *Employee rights--Law and legislation / *Removal--Cases / *Drug abuse--Cases.

12-28

Mondy, R. Wayne and Shane R. Premeaux.

People problems: the workplace affair. Management solutions, 31:36-39, November 1986.

Descriptors: *Employee conduct / *Sexual ethics / *Organizational behavior.

12-29

Sullivan, George M. and William A. Nowlin.

Critical new aspects of sex harassment law. Labor law journal, 37:617-624, September 1986.

Descriptors: *Harassment--Law and legislation.

EMPLOYEE HEALTH AND MEDICAL CARE

12-30
Chun, Alan K. M.
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Descriptors: *Health, Employee / *Photocopying / *Safety.

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Hines, Carolyn C. W. and Wesley C. Wilson.
A no-nonsense guide to being stressed. Management solutions, 31:27-29, October 1986.
Descriptors: *Stress, Psychological / *Health, Employee.

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Hogan, Daniel J.
Skin disorders are high on the list of occupational health hazards. Occupational health & safety, 55:42+, October 1986.
Descriptors: *Health, Employee.

12-33 S/C
Leading work-related diseases and injuries. Mobidity and motality weekly report, 35:613-614+, October 3, 1986.
Descriptors: *Health, Employee--Statistics / *Health, Employee--Tables / *Environmental health--Statistics.

12-34
Murphy, Betty Southard, Wayne E. Barlow and D. Diane Hatch.
Justice Dept. issues controversial AIDS opinion. Personnel journal, 65:27, October 1986.
Descriptors: *Health, Employee / *Disability evaluation / *Discrimination--Cases.

12-35
Pechter, Kerry.
Corporate fitness and blue-collar fears. Across the board, 23:14-21, October 1986.
Descriptors: *Health benefit programs--Case studies / *Preventive health services--Case studies.

12-36
Update on VDT health hazard debate. Secretary, 46:9-12, August-September 1986.
Descriptors: *Health, Employee / *Electronic data processing personnel.

12-37
Whelan, Elizabeth M.
Wishful thinking about an epidemic. Across the board, 23:30-36, October 1986.
Descriptors: *Chronic diseases / *Health, Employee / *Personnel policies.

EQUAL OPPORTUNITY IN EMPLOYMENT

12-38

Goddard, Robert W.

Post-employment: the changing current in discrimination charges. Personnel journal, 65:34+, October 1986.

Descriptors: *Discrimination--Cases / *Affirmative action--Cases.

12-39

Pazy, Asya.

The persistence of pro-male bias despite identical information regarding causes of success. Organizational behavior and human decision processes, 38:366-377, December 1986.

Descriptors: *Women--Attitudes toward--Research / *Prejudices and antipathies--Research.

ETHICS

12-40

Cater, Douglass.

Political ethics. Public opinion, 9:2-3+, November-December 1986.

Descriptors: *Political ethics.

12-41

Makin, John.

Business ethics. Public opinion, 9:4-6+, November-December 1986.

Descriptors: *Business ethics.

12-42

Nisbet, Robert.

Individual ethics. Public opinion, 9:7-8+, November-December 1986.

Descriptors: *Ethics.

EXECUTIVES

12-43

Rehfuss, John A.

A representative bureaucracy? Women and minority executives in California career service. Public administration review, 46:454-460, September-October 1986.

Descriptors: *Executives / *Women executives--Statistics / *Minority group executives--Statistics / *Senior Executive Service--Comparative studies / California / Federal government.

12-44

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Values and expectations of Federal service executives. Public administration review, 46:447-454, September-October 1986.

Descriptors: *Executives--Attitudes / *Federal Executive Institute / *Ethics--Research / *Work values / Federal government.

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12-45 Ia11.9 .V26p No. P-1854

Vance Bibliographies.

Managerial succession: a partially annotated bibliography, by Michael I. Stevenson. Monticello, Ill.: Vance Bibliographies, 1986. 11 p. (Public administration series no. P-1854)

Descriptors: *Executive succession--Bibliography.

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12-46

Statham, Anne.

Women working for women: the manager and her secretary. Secretary, 46:6-8, August-September 1986.

Descriptors: *Women executives--Characteristics / *Secretaries--Responsibilities.

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12-47

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Executive dreams: what benefits to request under new tax law. Wall Street journal, p. 37, October 28, 1986.

Descriptors: *Executives--Fringe benefits / *Executive compensation.

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Premium paychecks: executive compensation in leading property/casualty insurance companies. Washington: Public Citizen, Inc., 1986. 1 v. (loose-leaf)

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The executive separation package: handle with care. Personnel journal, 65:42+, October 1986.

Descriptors: *Executive compensation / *Severance pay.

HANDICAPPED

12-50

Ricklefs, Roger.

Faced with shortages of unskilled labor, employers hire more retarded workers. Wall Street journal, 208:35, October 21, 1986.

Descriptors: *Mentally retarded--Employment / *Mentally retarded--Training / *Unskilled labor--Employment.

INSURANCE, HEALTH

12-51

Frumkin, Robert N.

Health insurance trends in cost control and coverage. Monthly labor review, 109:3-8, September 1986.

Descriptors: *Insurance, Health--Costs.

INTERVIEWING

12-52
Feinstein, Selwyn.
Computers replacing interviewers for personnel and marketing tasks. Wall Street journal, p. 37, October 9, 1986.
Descriptors: *Interviewing--Methods / *Interviewing--Automation.

12-53
Perham, John C.
Spotting bad apples: the warning signals. Dun's business month, 128:54-55, October 1986.
Descriptors: *Interviewing.

JOB ANALYSIS

12-54
Lawler, Edward E., III.
What's wrong with point-factor job evaluation. Management review, 75:44-48, November 1986.
Descriptors: *Job evaluation / *Factor evaluation system / *Job analysis.

JOB SEARCH

12-55
Gelb, Betsy D.
When and how to use outplacement. Business horizons, 29:55-59, September-October 1986.
Descriptors: *Employee outplacement / *Job search / *Placement.

LABOR FORCE

12-56
McMahon, Patrick J. and John H. Tschetter.
The declining middle class: a further analysis. Monthly labor review, 109:22-27, September 1986.
Descriptors: *Labor force--Research / *Labor force--Statistics / *Middle classes--Research.

LABOR-MANAGEMENT RELATIONS

12-57
Martin, Bob.
The Supreme Court's new era: what's ahead for labor law? Personnel journal, 65:92-98, October 1986.
Descriptors: *Labor-management relations--Law and legislation / *U.S. Supreme Court.

12-58
Peirce, Ellen R. and Richard Blackburn.
The union decertification process: employer do's and dont's. Employee relations law journal, 12:205-220, Autumn 1986.
Descriptors: *Management rights--Cases / *Representation elections--Cases.

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12-59

Psychology and industrial relations. Journal of occupational psychology, 59:161-176+, September 1986.

Special issue.

Partial contents: Psychology and industrial relations: from conflict to cooperation?, by Jean Hartley and John Kelly; The multidimensionality of union participation, by Steven L. McShane; Psychology and trade union participation: joining, acting, quitting, by Bert Klandermans; Voluntary union membership of women and men: differences in personal characteristics, perceptions and attitudes, by Robert A. Snyder, Kathleen S. Verderber and James H. Morris; Union growth and decline: the impact of employer and union tactics, by John J. Lawler.

Descriptors: *Industrial relations--Research / *Unions--Research / *Union membership--Research.

12-60

Reardon, Jack and William Leahy.

Does past practice protect unions and their workers? Labor law journal, 37:646-652, September 1986.

Descriptors: *Labor-management relations--Law and legislation.

12-61

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U.S. labor law and the future of labor-management cooperation. Labor law journal, 37:595-616, September 1986.

Descriptors: *Labor-management relations--Law and legislation.

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12-62

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The hidden side of organizational leadership. Sloan management review, 28:15-25, Fall 1986.

Descriptors: *Leadership / *Organizational behavior / *Executive effectiveness.

12-63

Forum: Leadership in the public sector. Bureaucrat, 15:3-8+, Fall 1986.

Contents: Changing contexts, flexible concepts, by Paul Lorentzen; Doing the right thing, by Burt Nanus; The organization of leadership, by Christopher Bellavita; States are not dead, by Thomas H. Kean; Leadership and the state executive, by Charles S. Robb; Senior management systems, by Frank P. Sherwood; Role of Federal career executives, by G. Jerry Shaw.

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12-64

Gardner, John W.

The tasks of leadership, part 1: getting things moving. Personnel, 63:20-27, October 1986.

Descriptors: *Leadership / *Motivation.

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12-65

Larson, Lars L. and others.

Proactive versus reactive manager: is the dichotomy realistic? Journal of management studies, 23:385-399, July 1986.

Descriptors: *Leadership style--Research / *Management methods--Research / *Executive effectiveness--Research.

12-66

Stupak, Ronald J.

Executive leadership in the public sector: realities, practicalities and performance. Federal Managers quarterly (Federal Managers Association), 4:30-33, October 1986.

Cites leadership qualities of six public service executives, one of whom is James Colvard, Deputy Director, U.S. Office of Personnel Management.

Descriptors: *Leadership / *Executives--Characteristics / *Executives--Abilities / Federal government / State government.

12-67

Young, John D.

James E. Webb and NASA. Bureaucrat, 15:37-40, Fall 1986.

Second of two-part article.

Descriptors: *Leadership / *Administrative agencies--Administration / *U.S. National Aeronautics and Space Administration / Federal government.

LEAVE

12-68

Gladstone, Leslie W.

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Descriptors: *Leave--Law and legislation / *Maternity leave--Law and legislation / *Sick leave--Law and legislation.

MANAGEMENT

12-69

Aptman, Leonard H.

Project management: scheduling tools & techniques. Management solutions, 31:32-36, October 1986.

Descriptors: *Project management / *Management methods.

12-70

Aptman, Leonard H.

Project management: setting controls. Management solutions, 31:31-33, November 1986.

Descriptors: *Project management / *Management methods.

12-71

Bassett, Glenn A.

Dante's management principles: a view from the underworld. Personnel, 63:52-55, October 1986.

Descriptors: *Management principles.

12-72
Benda, Peter M. and Charles H. Levine.
OMB and the central management problem: is another reorganization the answer? Public administration review, 46:379-391, September-October 1986.
Descriptors: *U.S. Office of Management and Budget--Administration--Evaluation / *U.S. Bureau of the Budget / *Management improvement / *U.S. Office of Management and Budget--Law and legislation / *U.S. Office of Management and Budget--History / Federal government.

12-73
Bock, Gordon, Kimberley Carpenter and Jo Ellen Davis.
Management's newest star: meet the chief information officer. Business week, p. 160-164+, October 13, 1986.
Descriptors: *Information management--Case studies / *Information specialists--Responsibilities.

12-74
Gilmour, Robert S. and Roger L. Sperry.
Pushing the string: moving central management reform from the Senate. Public administration review, 46:392-396, September-October 1986.
Descriptors: *Management improvement / *U.S. Office of Management and Budget--Administration--Evaluation / *U.S. Office of Management and Budget--Law and legislation / Federal government.

12-75
Glassman, Edward.
Leadership style's effect on the creativity of employees. Management solutions, 31:18-25, November 1986.
Descriptors: *Leadership style / *Creativity.

12-76
Hill, A. Walton.
Fresh approaches to human resources issues. Management review, 75:59+, November 1986.
Descriptors: *Training planning / *Corporate planning / *Planning.

12-77
Kanter, Rosabeth Moss and Joseph P. Zolner.
What the 'new' coaches can teach managers. Management review, 75:10-11, November 1986.
Descriptors: *Management / *Leadership style / *Participative management.

12-78
Kirkham, Roger L.
Managing knowledge workers. Federal Managers quarterly (Federal Managers Association), 4:20-23, October 1986.
Descriptors: *Management / *Executives--Responsibilities / *Management accountability.

12-79
Lucas, Henry C., Jr.
Utilizing information technology: guidelines for managers. Sloan management review, 28:39-47, Fall 1986.
Descriptors: *Information management / *Management methods.

12-80
McLeod, Raymond, Jr. and Jack W. Jones.
Making executive information systems more effective. Business horizons, 29:29-37, September-October 1986.
Descriptors: *Management methods / *Management information systems.

12-81
Moskal, Brian S.
'No interruptions, please!' Industry week, 231:61+, October 13, 1986.
Descriptors: *Management methods--Case studies / *Time management--Case studies.

12-82
Moskowitz, Michael Ann.
The managerial roles of academic library directors: the Mintzberg model. College & research libraries, 47:452-459, September 1986.
Descriptors: *Library administration / *Libraries, University and college--Administration / *Management methods.

12-83
Murray, Keith B. and John R. Montanari.
Strategic management of the socially responsible firm: integrating management and marketing theory. Academy of Management review, 11:815-827, October 1986.
Descriptors: *Management methods--Research / *Industry--Social aspects--Research / *Literature reviews.

12-84
Pringle, Charles D.
Seven reasons why managers don't delegate. Management solutions, 31:26-30, November 1986.
Descriptors: *Delegation.

12-85
Stolarow, Jerome H.
Management problems in the Air Force. Federal Managers quarterly (Federal Managers Association), 4:26-27+, October 1986.
Excerpt of the Banquet Address given at the Federal Managers Association 1986 Western Conference, Las Vegas, Nevada, August 12, 1986.
Jerome H. Stolarow is Auditor General, U.S. Department of the Air Force.
Descriptors: *Management / *U.S. Department of the Air Force--Administration--Evaluation / Federal government.

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12-86

Turner, Arthur.

The planning process: human problems and solutions. Optimum (Canada), 16:7-34, no. 3 1985.

Descriptors: *Planning / *Management.

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Academic business library, a core collection: part 3, Management and organization behavior, by M. Balachandran. Monticello, Ill.: Vance Bibliographies, 1986. 26 p. (Public administration series no. P-1860)

Descriptors: *Libraries--Special collections--Bibliography / *Management--Bibliography / *Organizational behavior--Bibliography.

12-88

Winchell, T. E., Sr.

Crisis prevention in cut-back environments. Federal Managers quarterly (Federal Managers Association), 4:40-41+, October 1986.

Descriptors: *Management / *Executives--Responsibilities / Federal government.

12-89

Wright, Norman B.

Rekindling managerial innovativeness. Business quarterly, 51:38-40, Summer 1986.

Descriptors: *Management methods / *Innovation.

12-90

Wright, W.

Teams in a bureaucratic structure. Optimum (Canada), 16:76-88, no. 3 1985.

Descriptors: *Management / *Multiple management / *Teamwork.

MOBILITY

12-91

Forbes, Daniel.

Executives prepare for second careers. Dun's business month, 128:48-49+, October 1986.

Descriptors: *Mobility, Occupational--Case studies / *Second careers--Case studies.

12-92

Goss, Ernst P. and Chris Paul.

Age and work experience in the decision to migrate. Journal of human resources, 21:397-405, Summer 1986.

Descriptors: *Mobility, Occupational--Research.

OCCUPATIONS AND OCCUPATIONAL CHOICE

12-93

Assignment: Utopia: a secretarial career in the U.S. Foreign Service. Secretary, 46:18-19, October 1986.

Descriptors: *Secretaries--Career opportunities / *Secretaries--Pay / *Diplomatic and Consular Service / Federal government.

OCCUPATIONS AND OCCUPATIONAL CHOICE (Cont'd)

12-94

Van Huss, Susie, Richard J. Rovinelli and Mary Ann Ghosal.
Professional certification: the process examined. Secretary, 46:37+, October 1986.
Descriptors: *Secretaries--Certification / *Secretaries--Tests.

OLDER WORKER

12-95

Increasing the Social Security retirement age: older workers in physically demanding occupations or ill health. Social Security bulletin, 49:5-23, October 1986.
Descriptors: *Older worker--Characteristics / *Older worker--Utilization / *Health, Employee.

ORGANIZATIONAL BEHAVIOR

12-96

Barney, Jay B.
Types of competition and the theory of strategy: toward an integrative framework. Academy of Management review, 11:791-800, October 1986.
Descriptors: *Organizational behavior--Research / *Corporate planning--Research / *Literature reviews.

12-97

Brief, Arthur P. and Stephan J. Motowidlo.
Prosocial organizational behaviors. Academy of Management review, 11:710-725, October 1986.
Descriptors: *Organizational behavior--Research / *Literature reviews.

12-98

Cowan, David A.
Developing a process model of problem recognition. Academy of Management review, 11:763-776, October 1986.
Descriptors: *Problem solving--Research / *Decision-making--Research / *Literature reviews.

12-99

Mainiero, Lis A.
A review and analysis of power dynamics in organizational romances. Academy of Management review, 11:750-762, October 1986.
Descriptors: *Organizational behavior--Research / *Sexual ethics--Research / *Literature reviews.

12-100

Premeaux, Shane R. and R. Wayne Mondy.
Problem employees: the cynic. Management solutions, 31:14-16, October 1986.
Descriptors: *Problem employees / *Supervisors--Responsibilities.

ORGANIZATIONAL BEHAVIOR (Cont'd)

12-101

Wilcox, James R., Ethel M. Wilcox and Karen M. Cowan.
Communicating creatively in conflict situations. Management solutions, 31:18-24, October 1986.
Descriptors: *Conflict resolution / *Supervisors--Responsibilities / *Communication techniques.

ORGANIZATIONS

12-102

Hebden, J. E.
Adopting an organization's culture: the socialization of graduate trainees. Personnel administrator, 15:54-72, Summer 1986.
Descriptors: *Organizations--Climate--Research / *Organizational characteristics--Research.

12-103

Hitt, Michael A. and R. Duane Ireland.
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Descriptors: *Organizational structure--Research / *Organizational effectiveness--Research / *Acceptable level of competence--Research.

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Strategic management of uncertainty. Academy of Management review, 11:777-790, October 1986.
Descriptors: *Organizational climate--Research / *Decision-making--Research / *Literature reviews.

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Corporate political strategy and legislative decision making: a review and contingency approach. Academy of Management review, 11:828-843, October 1986.
Descriptors: *Corporate planning--Research / *Corporations--Law and legislation / *Lobbying--Research.

12-106

Mills, Peter K. and James H. Morris.
Clients as "partial" employees of service organizations: role development in client participation. Academy of Management review, 11:726-735, October 1986.
Descriptors: *Service industries--Research / *Literature reviews.

12-107

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Bureaucratic politics in Southern Africa. Public administration review, 46:407-413, September-October 1986.
Descriptors: *Bureaucracy--Research / *Organizational behavior--Research / *Africa.

ORGANIZATIONS (Cont'd)

12-108

Pascarella, Perry.

Creating the future. Industry week, 231:65+, October 13, 1986.

Descriptors: *Corporate planning / *Participative management / *Organizations--Climate.

12-109

Unwritten rules, value systems, and matter-of-fact prejudices: corporate culture and your career. Secretary, 46:15-17, October 1986.

Descriptors: *Organizations--Climate.

12-110

Venkatraman, N. and Vasudevan Ramanujam.

Measurement of business performance in strategy research: a comparison of approaches. Academy of Management review, 11:801-814, October 1986.

Descriptors: *Organizational analysis--Research / *Management methods--Research / *Literature reviews.

ORIENTATON

12-111

Arthur, Diane.

The first day at work. Management solutions, 31:37-42, October 1986.

Descriptors: *Orientation / *New employees.

OVERSEAS PERSONNEL

12-112

O'Neill, Brian and Charles Pappas.

Bringing foreign executives to the United States. Personnel, 63:35-40, October 1986.

Descriptors: *Foreign nationals / *Overseas executives.

PARTICIPATIVE MANAGEMENT

12-113

Ross, Timothy L., Ruth Ann Ross and Larry Hatcher.

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Descriptors: *Participative management / *Productivity improvement.

PERFORMANCE EVALUATION

12-114

Ammons, David N. and Arnold Rodriguez.

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Descriptors: *Performance evaluation / *Executives--Evaluation / *Local officials and employees--Attitudes.

12-115

Cocheu, Ted.

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Descriptors: *Performance evaluation / *Performance evaluation--Case studies / *Performance evaluation--Administration.

PERFORMANCE EVALUATION (Cont'd)

12-116

Foegen, J. H.

The case for positive documentation. Business horizons, 29:6-62, September-October 1986.

Descriptors: *Performance evaluation--Methods / *Documentation.

12-117

Schwartz, Charles A.

Performance appraisal: behavioralism and its discontents. College & research libraries, 47:438-451, September 1986.

Descriptors: *Performance evaluation--Research / *Performance evaluation--Methods.

PERFORMANCE MANAGEMENT

12-118

Schaffer, Michael A.

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Descriptors: *Performance management / *Grade inflation / Federal government.

PERSONNEL ADMINISTRATION

12-119

Broszeit, Richard K.

"If I had my druthers..." (a career development program). Personnel journal, 65:84-88+, October 1986.

Descriptors: *Employee development--Case studies / *Career ladders / *Upward mobility.

12-120

Driskell, Paul C.

A manager's checklist for labor leasing. Personnel journal, 65:108-110+, October 1986.

Descriptors: *Contractor personnel / *Temporary employment.

12-121

Halcrow, Allan.

"If I had to do it again..." Personnel journal, 65:11-12, October 1986.

Descriptors: *Personnel administration--Attitudes toward / *Personnel administrators--Attitudes.

PERSONNEL DEPARTMENTS

12-122

Bowen, David E. and Larry E. Greiner.

Moving from production to service in human resources management. Organizational dynamics, 15:34-40+, Summer 1986.

Descriptors: *Personnel departments--Administration / *Personnel officers / *Organizational dymamics.

PERSONNEL POLICIES

12-123

Dees, Rusch O.

An employer "quick fix": employee testing for drugs. Management solutions, 31:12-16, November 1986.

Descriptors: *Drug abusers--Personnel policies / *Medical and physical examinations.

12-124

Herron, Daniel J.

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Descriptors: *Lie detectors and detection--Law and legislation.

12-125

Rust, Mark.

Drug testing: the legal dilemma. ABA journal (American Bar Association), p. 50-52+, November 1, 1986.

Descriptors: *Drug abusers--Personnel policies--Law and legislation / *Drug abusers--Personnel policies--Cases / *Medical and physical examinations--Law and legislation / *Medical and physical examinations--Cases.

12-126

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Drug testing and the Federal worker. Federal career insights, 2:7-8, November 1986.

Descriptors: *Drug abusers--Personnel policies / *Medical and physical examinations / *Drugs--Law and legislation / *Employee rights / Federal government.

POLITICAL ACTIVITY

12-127

The Hatch Act and what Federal managers can do. Federal Managers quarterly (Federal Managers Association), 4:51, October 1986.

Descriptors: *Hatch Act / *Political activity--Law and legislation / *Executives--Responsibilities / Federal government.

POSITION CLASSIFICATION

12-128

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C&CS technical review of EMSGEG. Classifiers column (Classification and Compensation Society), 17:2-8, September 1986.

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Descriptors: *Position classification / *Executives--Position classification / Federal government.

12-129

Warman, John.

Setting grades for general schedule managers and supervisors. Federal Managers quarterly (Federal Managers Association), 4:34-37, October 1986.

Descriptors: *Position classification / *Executives / *Supervisors / Federal government.

PROFESSIONAL EMPLOYEES

12-130

Rosenbaum, Bernard L.

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Descriptors: *Professional employees--Training.

PROMOTION

12-131

Bardwick, Judith M.

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Descriptors: *Promotion / *Career ladders / *Professional employees.

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Descriptors: *Promotion--Research / *White collar workers--Research / Federal government.

PUBLIC ADMINISTRATION

12-133

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Grace Commission, Japanese style. Bureaucrat, 15:34-36, Fall 1986.

Descriptors: *President's Private Sector Survey on Cost Control in the Federal Government--Evaluation / *Cost control--Comparative studies / *Japan / *Cost reduction--Comparative studies.

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A desk reference guide for examining and certifying government payments, developed by Human Technology, Inc. Washington: U.S. Office of Personnel Management, 1985. 1 v. (loose-leaf)

Developed under contract OPM-4-83 with the U.S. Office of Personnel Management, Workforce Effectiveness and Development, Office of Training and Development.

Descriptors: *Finance, Public--Handbooks, manuals, etc. / *Payrolls--Administration / Federal government.

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Handling a public policy emergency: the Fair Labor Standards Act in the public service. Public administration review, 46:414-422, September-October 1986.

Descriptors: *Public administration / *Overtime pay--Law and legislation / *Fair Labor Standards Act / State government / Local government.

12-136

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Descriptors: *Public administration--Evaluation / *Civil service reform / *France--Civil service.

PUBLIC ADMINISTRATION (Cont'd)

12-137

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Descriptors: *Financial management / *Financial management--Evaluation / *Executives--Responsibilities / *Executives--Responsibilities--Law and legislation / *Financial management--Law and legislation / Federal government.

12-138

Sauter, John.

Mandate to the Federal manager: better acquisition decisions. Federal Managers quarterly, (Federal Managers Association), 4:15, October 1986.

Descriptors: *Purchasing, Government / *Executives--Responsibilities / Federal government.

12-139

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Measuring economy of government operations. Federal Managers quarterly (Federal Managers Association), 4:12-14, October 1986.

Descriptors: *Contracts, Government--Costs / Federal government.

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Descriptors: *Libraries--Special collections--Bibliography / *Industrial relations--Bibliography.

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Descriptors: *Administrative agencies--Management / *Public administration--Bibliography / *Organizations, Nonprofit--Management.

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12-142 Ie658 .B45c

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Company programs to ease the impact of shutdowns. New York: Conference Board, Inc., 1986. 57 p. (Report no. 878)

Descriptors: *Employee outplacement--Case studies / *Reduction in force--Case studies.

12-143

Yates, A. B.

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Descriptors: *Reduction in force / *Canada--Civil service.

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12-144

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Descriptors: *Relocation / *Labor mobility / *Family (Sociological unit).

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Descriptors: *Removal / *Removal--Law and legislation.

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Descriptors: *Removal--Cases / *Personnel administration--Handbooks, manuals, etc.

RETIREMENT

12-147

Cahan, Vicky.
Mandatory retirement gets put out to pasture. Business week, p. 31-32, November 3, 1986.
Descriptors: *Retirement, Compulsory.

12-148

Mooney, Edward "Ted".
Retirement--ready or not. Federal Managers quarterly (Federal Managers Association), 4:42-44+, October 1986.
Descriptors: *Retirement benefits / *Pensions / *Retirement planning / Federal government.

12-149

Nussbaum, Bruce.
Bracing yourself for 'the golden boot'. Business week, p. 152-153, November 3, 1986.
Descriptors: *Retirement, Early.

12-150 Ie713 .Un58a

U.S. General Accounting Office.
Annual report required by District of Columbia Retirement Reform Act: report to Officials of the Congress and the District of Columbia. Washington, 1986. 6 p. (B-208412) ((GAO/GGD-86-59)
Descriptors: *Firefighters--Retirement / *Police--Retirement / *Retirement--Disability / Annual reports.

SAFETY

12-151

Freidin, H. Richard.

Better lighting can improve safety, decrease operating costs to managers. Occupational health & safety, 55:70-73, October 1986.

Descriptors: *Safety / *Lighting / *Working conditions.

12-152

Lippert, Fred G.

Why correct unsafe acts? Supervision, 48:19-20, November 1986.

Descriptors: *Safety / *Supervisors--Responsibilities.

12-153

U.S. President, 1981- . (Ronald Reagan)

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Descriptors: *Safety / *Automobile drivers--Responsibilities / Federal government.

SCIENTISTS AND ENGINEERS

12-154

Fredell, Eric.

Hiring problem is ill-defined. Government computer news, 5:1+, November 7, 1986.

Descriptors: *Scientists--Selection / *Scientists--Pay / *Electronic data processing personnel--Selection / *Electronic data processing personnel--Pay / Federal government.

12-155 S/C

Horner, Constance.

Careers in the Federal government. Engineering horizons, p. 130+, Fall 1986.

Constance Horner is Director, U.S. Office of Personnel Management.

Descriptors: *Government service as a career / *Engineers--Career opportunities / *Engineers--Employment--Statistics / Federal government.

SUPERVISION

12-156

Josefowitz, Natasha.

What that new supervisor or manager should know. Management solutions, 31:4-13, October 1986.

Descriptors: *Supervisors--Responsibilities / *New employees / *Orientation / *Socialization.

12-157

Lindo, David K.

"I don't feel appreciated." Supervision, 48:14-16, November 1986.

Descriptors: *Supervisors--Responsibilities / *Praise / *Motivation.

SUPERVISION (Cont'd)

12-158

Rohrer, Robert.

No time to read? Supervision, 48:3-5, November 1986.

Descriptors: *Supervisors--Responsibilities / *Reading.

12-159

Solomon, Jeffrey R.

Working with the rehabilitated mentally ill. Training & development journal, 40:84-85, October 1986.

Descriptors: *Mentally restored--Employment / *Supervisors--Responsibilities / *Supervision.

TESTS

12-160

Aberth, John.

Pre-employment testing is losing favor. Personnel journal, 65:96+, September 1986.

Descriptors: *Tests / *Tests--Administration--Evaluation.

THOUGHT AND THINKING

12-161

Burch, John G.

Profiling the entrepreneur. Business horizons, 29:13-16, September-October 1986.

Descriptors: *Creative thinking / *Innovation.

TRAINING

12-162

Leibowitz, Zandy B., Beverly Kaye and Caela Farren.

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Descriptors: *Supervisors--Responsbilities / *Supervisors--Training.

12-163

Noe, Raymond A.

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Descriptors: *Trainees--Characteristics--Research / *Trainees--Attitudes / *Literature reviews.

12-164

Nolan, Nancy N.

Beyond content: facilities make meetings work. Personnel journal, 65:78-84, September 1986.

Descr ptors: *Meetings--Administration.

12-165

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"People are our most important resource, but": encouraging employee development. Business horizons, 29:52-54, September-October 1986.

Descriptors: *Employee development--Case studies / *Performance evaluation--Case studies.

TRAINING

12-166

Tarkenton, Fran.

Tarkenton on teambuilding. Management solutions, 31:30-31, October 1986.

Descriptors: *Group training / *Team development.

12-167

Ulbrich, Marty.

Training: the path to professional success. Secretary, 46:27-28, October 1986.

Descriptors: *Secretaries--Training.

WOMEN--EMPLOYMENT

12-168

Besharov, Douglas J. and Michelle M. Dally.

How much are working mothers working? Public opinion, 9:48+, November-December 1986.

Descriptors: *Mothers--Employment.

12-169

Dunn, Donald H. and others.

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Descriptors: *Women executives / *Beauty, Personal / *Work clothes.

12-170

Kiechel, Walter, III.

Beauty and the managerial beast. Fortune, 114:201+, November 10, 1986.

Descriptors: *Beauty, Personal / *Women executives / *Women--Attitudes toward.

WORK LIFE

12-171

Atchison, Sandra D.

These top executives work where they play. Business week, p. 132+, October 27, 1986.

Descriptors: *Work at home / *Quality of working life.

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